

RECORDS DESTRUCTION CERTIFICATE INSTRUCTIONS

The Records Destruction Certificate is a fielded Adobe Acrobat PDF form that should be used by a Records Officer to record destruction of records at the agency. A printed copy of the completed and signed form should be sent to the Public Records Division before the records are destroyed.

Fill in the data on the Records Destruction Certificate (form PRD 50) moving from Number 1 through Number 14, as follows:

- (1) **Date:** Enter the month, day, year the Certificate is prepared.
- (2) **Cabinet/Local Jurisdiction:** Enter your agency's cabinet or local jurisdiction.
- (3) **Department/Local Government Office:** Enter the name of department or local government office which falls under the entity listed above.
- (4) **Division:** Name of division which falls under entity listed above.
- (5) **Branch/Unit:** Name of branch or unit which falls under entity listed above.
- (6) **Schedule Date:** The month and year the current Records Retention Schedule for your agency was approved by the State Archives and Records Commission. This information can be found on the signature page which accompanies the retention schedule or the top right-hand side of an individual schedule page.
- (7) **Destruction Date:** Indicate the date the records were disposed of.
- (8) **Destruction Method:** Indicate the method used to dispose of the records, i.e., landfill, trash, recycle, shred, etc. using the pull down menu.
- (9) **Series No.:** Enter the series number from your agency's Records Retention Schedule or applicable general schedules for the record(s) you are destroying. Multiple series can be recorded on the Destruction Certificate.
- (10) **Title Records:** Enter the title of the record(s) exactly as shown in your agency's Records Retention Schedule, or the General Schedule for State Agencies.
- (11) **Date Span:** Give the inclusive (oldest and most recent) dates of the records destroyed.
- (12) **Cubic Feet:** Indicate the cubic feet of each series of records destroyed.

- (13) **Total Volume (C.F.) of Records Destroyed:** Enter the total cubic feet of records destroyed.
- (14) **Approvals and Certifications:** Agency Records Officer signs and dates the form, certifying destruction of the records.

Forward the original signed copy of the Records Destruction Certificate, plus one photocopy, to either the State Records Branch (if it is a state record) or the Local Records branch (if it is a local record) of the Public Records Division, 300 Coffee Tree Road, P.O. Box 537, Frankfort, Kentucky, 40602. Retain one paper or electronic copy for your agency's files.

Records Destruction Certificate

Kentucky Department for Libraries and Archives, Public Records Division
300 Coffee Tree Road, P.O. Box 537, Frankfort Kentucky 40602

Date:

Cabinet/Local Jurisdiction

Department/Local Government Office

Division

Branch/Unit

Schedule Date

Destruction Date

Destruction Method

For records destroyed at agency only, per approved retention schedules

Series No.	Title of Records	Date Span	Cu. Ft.
Total Volume (Cu. Ft.) of Records Destroyed			

Approvals and Certifications

Before destroying records not listed on the agency's retention schedule or applicable general schedules, approval must be obtained from the State Archives and Records Commission.

I hereby certify that the records described above have been destroyed.

Records Officer/Custodian

Date